

**Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Office of Grants and Research**

**Availability of Grant Funds (AGF)  
2015 Competitive Senator Charles E. Shannon, Jr. Community Safety Initiative  
Local Action Research Partnerships: City of Boston**

**Program Overview**

The Senator Charles E. Shannon, Jr. Community Safety Initiative (Shannon CSI) is a statewide initiative to combat gang and youth violence.<sup>1</sup> This Program incorporates the key elements of the Office of Juvenile Justice and Delinquency Prevention Comprehensive Gang Model.<sup>2</sup> As the administering agency for the Shannon CSI, the Executive Office of Public Safety and Security (EOPSS) provides funds to communities (sites) in Massachusetts that demonstrate high levels of youth violence, gang violence, and substance abuse.

EOPSS announces the availability of up to \$45,000 of grant funding for the Local Action Research Partner<sup>3</sup> (LARPs) for the City of Boston. The Local Action Research Partner shall provide strategic, analytic, and research support the Boston Shannon CSI site and will help identify outputs and outcomes that can be tied to Shannon CSI resources.

The Shannon CSI Grant Program is authorized by Chapter 38 of the Massachusetts Acts of 2014, An Act Making Appropriations for Fiscal Year 2015.

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**I. Important Highlights**

**Key Dates**

AGF Posted:	February 12, 2015
Letter of Intent <sup>4</sup> due:	February 20, 2015
Proposals due:	March 6, 2015, No later than 4:00 pm
Award announcements anticipated:	On or about March 27, 2015
Anticipated Grant Period:	On or about April 15, 2015 through December 31, 2015

<sup>1</sup> For more information on the Senator Charles E. Shannon, Jr. Community Safety Initiative, see [www.mass.gov/safety/shannon](http://www.mass.gov/safety/shannon).

<sup>2</sup> For more information on the OJJDP Comprehensive Gang Model, see: <http://www.nationalgangcenter.gov/Comprehensive-Gang-Model>

<sup>3</sup> *Action Research* is the term used by the National Institute of Justice to describe the process by which a researcher works in close partnership as part of a team to provide strategic thinking, critical analysis, and continuous feedback to improve program operations.

<sup>4</sup> A Letter of Intent template will be available online at [www.mass.gov/safety/shannon](http://www.mass.gov/safety/shannon). All applicants **must** submit a non-binding Letter of Intent.

**Eligibility:** *Public and quasi-public entities or not for profit research entities established to fulfill a primary public purpose.*

**Total funding available:** Up to \$45,000 in 2015 Shannon CSI Grant Funds.

- EOPSS will make one award (maximum \$45,000).
- Applicants should provide a budget for eight (8) months of funding. The anticipated funding cycle for the project will begin on April 15, 2015 and end December 31, 2015.
- Due to funding limitations, EOPSS may award full funding, partial funding, or no funding.
- Details about the fund disbursement process will be provided at the time the award is made.

## **II. Scope of Services**

EOPSS will award grant funds for Local Action Research Partner (LARP) to serve as project advisor and to bring analytic and data-driven approaches to the ongoing strategy development and implementation phases of the Shannon CSI site. Specifically, the LARP will be responsible for:

1. *Ensuring that goals of the funded Shannon CSI programs are within scope, on schedule and within budget.*
  - a) The LARP will assist the Shannon CSI site director, steering committee, and funded Shannon CSI partner agencies by providing strategic thinking, critical analysis, and continuous feedback to improve or maintain program operations.
2. *Sharing knowledge from research and evaluation literature quarterly.*
  - a) The LARP will share knowledge from research and evaluation literature with the Shannon CSI site program director, the steering committee and funded Shannon CSI partner agencies to ensure they are well informed about best practice research, and other promising research and strategies to reduce gang and youth violence, ensuring effective usage of Shannon CSI funds. The LARP will also disseminate this information to the Statewide Research Partner (SRP) and EOPSS in quarterly reports.
3. *Researching and developing individual risk assessment tools.*
  - a) If not already developed, research and commence the development of a validated individual risk assessment tool for identifying medium to high risk youth participating in the Shannon CSI funded programs.
  - b) If already developed, research methodologies for validating and implementing the individual risk assessment tool currently being used to identify medium to high risk youth participating in the Shannon CSI funded programs.

4. *Documenting the impact of action research on respective Shannon CSI communities.*
  - a) The LARPs will document and provide evidence of how the action research relationship has helped improve the services, collaboration, and communication of the respective Shannon CSI community. This information will be presented to the Shannon CSI site director, steering committee, and funded Shannon CSI partner agencies quarterly. Additionally, this information will be included in the LARP's quarterly programmatic report to EOPSS.
5. *Providing written recommendations to the Shannon CSI community.*
  - a) The LARP will present recommendations and proposed suggestions for their Shannon CSI communities at steering committee meetings based on:
    - i. Outcomes and performance of the funded Shannon CSI programs
    - ii. Knowledge gained from research and evaluation literature
    - iii. Results of individual risk assessments
  - b) Minimal recommendations should:
    - i. Suggest improvements to services
    - ii. Help to better communication and collaboration within the community
    - iii. Identify gaps in community programming
    - iv. Determine emerging trends in the community
    - v. Advance means of data collection
  - c) All recommendations should also be communicated quarterly to EOPSS via the quarterly reports.
6. *Attending and participating in all steering committee meetings.*
7. *Providing or facilitating site specific technical assistance.*
  - a) The LARP will provide or facilitate technical assistance in other areas, (e.g. program evaluation, data analysis) between the LARP, the Shannon CSI site program director and site partners.
8. *Assisting with quarterly programmatic reporting requirements.*
  - a) The LARP' will assist Shannon CSI site program director, SRP, and Shannon CSI site partner agencies in preparing and submitting quarterly reports to EOPSS. More information regarding reporting deadlines will be provided once award decisions have been made.
9. *Submitting quarterly financial and programmatic documents to EOPSS.*
  - a) The LARP is required to submit completed quarterly programmatic and financial reports to EOPSS. Details about content of the programmatic reports and submittal dates for both the financial and programmatic reports will be provided following the award announcement.

**10. Submitting an annual report to EOPSS.**

- a) At the conclusion of the contract period, the LARP will be required to submit an annual report documenting the grant activity for the duration of the award period (04/15/2015 – 12/31/2015). Details about content of the annual reports and submittal dates will be provided following the award announcement.

**11. Attending and participating in all technical meetings or other trainings.**

- a) The LARP will attend all scheduled technical meetings or other trainings deemed mandatory by OGR.

### **III. Grant Compliance Details**

**Fund Disbursement.**

Details about the fund disbursement process will be provided at the time award is made.

**Project Duration.**

Applicants should plan budgets and programming for nine months of funding. The anticipated funding cycle for this project will begin on or about **April 15, 2015 and end December 31, 2015.**

**Sub-recipient Requirements.**

Sub-recipients must abide by the grant requirements below as well as all Office of Grants and Research (OGR) Sub-recipient Grant Conditions to be provided at the time of contracting.

**1. Grants Management**

- Cooperation during OGR monitoring endeavors, including site visits, desk reviews, attendance of technical assistance meetings and compliance with survey response questionnaires.
- All costs paid with grant funds must be direct and specific to the implementation of the Shannon CSI LARP-funded project.
- In-state travel costs associated with the Shannon LARP award shall include mileage rates not in excess of the state approved rate (currently \$0.45 per mile), actual tolls, or actual parking.
- No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from OGR.
- No grant funds may be spent for food or beverages.
- Supplanting of funds is strictly prohibited. Funds for projects and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- Indirect rates may not exceed 27.5%.

- No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.
- No grant funds may be spent for construction, office furniture, or other like purchases.
- No grant funds may be spent for food or beverages for any meeting, conference, training or other event.
- No more than 3% of the total grant amount requested may be for administration of the program

## 2. Procurement

- Grant recipients choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the Shannon CSI LARP grant award, shall include the provisions of the OGR standard grant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. A copy of the contract or MOU must be submitted to OGR for the grant folder once an award is made. *For the grant application, submit a letter of collaboration signed by the parties that explains the relationship of the agencies that will enter into a formal MOU if awarded.*
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the sub-contractor are consistent with M.G.L. Ch. 30B procedures.

## 3. Other Requirements

- OGR sub-recipient grant conditions must be signed and dated upon award.
- Non-profit agencies may not sub-contract to state agencies. However, state agencies may sub-contract to non-profit agencies or local units of government.
- It is the responsibility of the sub-recipient to report alleged waste, fraud or abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with related laws and regulations or appropriate guidelines for purposes of the grant. Reports should be made to the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General  
John W. McCormack State Office Building  
One Ashburton Place, Room 1311  
Boston, MA 02108  
800-322-1323  
MA\_OIG@maoig.net

Office of the State Auditor  
Massachusetts State House, Room 230  
Boston, MA 02133  
617-727-2075  
Auditor@SAO.state.ma.us

#### **IV. Application Process**

This section describes: (A) Proposal Pre-submission Requirements, (B) Application Instructions, Required and Optional Sections, (C) Submission Process and Deadlines, and (D) Proposal Review Process.

##### **(A) Proposal Pre-Submission Requirements**

###### **Letter of Intent and Application Questions.**

Applicants who intend to apply to the FY15 Shannon CSI Boston LARP Program **must** mail or fax a non-binding letter of intent by January 30, 2015. A template of the letter of intent can be found at [www.mass.gov/safety/shannon](http://www.mass.gov/safety/shannon). Faxed letters can be sent to 617-725-0260 and mailed letters to:

The Executive Office of Public Safety and Security  
c/o Heather West  
Office of Grants and Research  
Ten Park Plaza, Suite 3720  
Boston, MA 02116

For information call: 617-725-3301

###### **Application Questions.**

The only allowable communications between the applicants and EOPSS between the time the AGF is posted until the proposal due date is:

- Written questions submitted by e-mail no later than **February 25, 2015** to [eopsshannon@state.ma.us](mailto:eopsshannon@state.ma.us);

## **(B) Application Instructions, Required and Optional Sections**

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals.

### **Instructions:**

- ***Use templates for Attachments A-H ([www.mass.gov/safety/shannon](http://www.mass.gov/safety/shannon)).***
- Binder or paper clipped (please do not staple proposal or attachments);
- Typed, single-spaced, using PDF template provided;
- For all attachments without a PDF template, format should be typed, single-spaced, 12-point font with one inch margins;
- Faxed proposals will not be accepted.

### **1. Attachment A-Cover Page.**

Please complete all sections of *Attachment A*. Attachment A must be submitted electronically to [eopsshannon@state.ma.us](mailto:eopsshannon@state.ma.us) as a PDF-not-a-scan as well as a hard copy (signed in blue ink by the authorizing official) with the complete application.

### **2. Attachment B-Program Narrative (Maximum 5 pages).**

The Program Narrative must highlight the successes and challenges of the grant program to date, and note the overall goals of the LARP/Shannon CSI Partnership.

### **3. Attachment C-Statement of Partnership (Maximum 1 page).**

Describe the relationship between the applicant research organization and the Boston Shannon CSI grant site (for example, LARP X and Boston). Any past experience working together should be described. If applicants have received prior Shannon LARP funding, please indicate any challenges experienced and means for addressing these challenges. If this is a new partnership, the applicant should define the methods for establishing an effective working relationship including steps that have already been taken. A Memorandum of Understanding (MOU), signed by authorizing authorities of both parties that outlines the respective roles and responsibilities of the LARP and the Boston Shannon CSI site, must be included as an attachment.

Statement of Partnerships are from the designated Boston Shannon CSI site, signed by the site director and/or authorized signatory.

### **4. Attachment D- Proposed Strategy (Maximum 5 pages).**

Specify how activities listed in the *Scope of Services* section will be executed. Applicants should include expected challenges to their work and proposed solutions, a timeline with associated tasks to be completed, a description of the roles and responsibilities of each member of the research partner team and a description of the approximate level of effort for each task.

## **5. Attachment E- Statement of Qualifications (Maximum 2 pages).**

Address and provide evidence of experience working in collaborative public safety efforts. The expertise and project management capabilities of key staff should be addressed. EOPSS will require a single point of contact for management of the grant, and the management and administration qualifications of the designated individual should be addressed. Organizational and administrative aspects of successful grant management should also be addressed, such as the ability to deliver quality products on schedule.

Additionally, please include resumes of all individuals who will be filling any key role or having key responsibilities. There is no page limit on resumes.

## **6. Attachment F- Budget Excel Detail Worksheet.**

Outline the budget necessary to execute the task listed in *Scope of Services* section.

**\*Applicants must submit a *nine* month budget.**

Applicants must use the provided spreadsheet to document their proposed costs for each category of activity. Estimated costs must be identified for each of the allowable cost categories listed below:

### **Allowable Cost Categories**

- Personnel
- Fringe
- Indirect
- Contracts/Consultants
- Travel
- Equipment
- Supplies
- Other

## **7. Attachment G- Budget Narrative.**

Submit a budget narrative to provide additional details for budget expenditures. The budget narrative should further indicate how each budget line item links to the applicant's proposed strategy. Activities and programs referenced in the proposed strategy should be outlined in the budget narrative in order to be considered for funding.



**Definitions of each budget cost category.**

<b>Allowable Budget Cost Categories</b>	<b>Definition</b>
Personnel	<ul style="list-style-type: none"> <li>• Full or part-time regular salaried employees working on the grant.</li> </ul>
Fringe	<ul style="list-style-type: none"> <li>• Employer Fringe benefits requested to be paid by this grant can be based on either: 1) actual known municipality paid costs for each benefit category, or 2) an established formula applied to the base salary numbers shown above broken out by the benefit category. Fringe benefits are for the personnel listed in budget category A and only for the percentage of time devoted to the project. You may also include employer paid payroll taxes here as a separate cost.</li> </ul>
Indirect Costs	<ul style="list-style-type: none"> <li>• Federally negotiated and approved rate for costs that are not readily assignable to a particular project, but are necessary to the operation, maintenance of the organization and performance of the project.</li> <li>• Include copy of federally approved rate with the proposal.</li> <li>• Indirect rates may not exceed 27.5%.</li> </ul>
Contract/Consultants	<ul style="list-style-type: none"> <li>• Consultant or contractor fees.</li> <li>• The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour (excluding travel and subsistence costs). Any request for compensation over \$650 per day requires prior written approval by EOPSS.</li> <li>• Contracts – a competitive process based on the municipality’s procurement policy should be followed when procuring contracted services</li> <li>• Contract salary, fringe benefit, indirect, travel, and other costs should follow instructions within direct salary, fringe benefit, indirect, travel and other costs.</li> </ul>
Local Travel	<ul style="list-style-type: none"> <li>• Travel directly related to the purpose of the grant.</li> <li>• In-state travel costs associated with the grant shall include mileage rates not in excess of \$0.45 per mile, as well as the actual costs of tolls and parking.</li> <li>• No grant funds may be spent for out-of-state conference fees, out of state travel, or out of state lodging without approval from OGR.</li> </ul>
Equipment (communication, IT, etc.	<ul style="list-style-type: none"> <li>• Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.</li> </ul>
Supplies	<ul style="list-style-type: none"> <li>• General supplies required for project or office (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.)</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Items (e.g., rent costs, telephone costs, reproduction costs, training material costs, grant administration costs).</li> </ul>

**8. Attachment H- Contractor Authorized Signatory Listing.**

Complete this form as instructed.

**9. Attachment I- Memorandum of Understanding (MOU) with Subcontractors (maximum 1 page).**

Submit a one (1) page MOU only if the LARP plans to further subcontract any of the award funds to a contractor or consultant. This MOU must be signed and dated by representatives from the LARP and the contractor/ consultant.

A template for this application is not included in the application package. Applicants are required to develop their own MOU.

**10. OPTIONAL-Additional Material (no more than 10 pages)**

Applicants may attach any additional material that may be helpful to reviewers, including but not limited to, memoranda of understanding, cooperative agreements, letters of support to demonstrate collaboration, press clippings or survey results that demonstrate community crime problems, collaborations, etc.

Applicants should be aware that evaluation will be based primarily on the information provided in the application, with additional material used only to clarify or augment points made in the application. Please note that additional material will not be returned.

**(C) Submission Process and Deadline**

Completed applications must be mailed or hand-delivered<sup>5</sup> to:

The Executive Office of Public Safety and Security  
c/o Heather West  
Office of Grants and Research  
Ten Park Plaza, Suite 3720  
Boston, MA 02116

For information call: 617-725-3301

**ONE ORIGINAL and FOUR COPIES** of the application **must be received no later than 4:00pm on March 6, 2015.** In addition to submitting one original and four copies, you must email Attachment A to [eopsshannon@state.ma.us](mailto:eopsshannon@state.ma.us) as a PDF-not-a-scan as well as a hard copy (signed in blue ink by the authorizing official) with the complete application. Faxed applications or attachments will not be accepted.

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<sup>5</sup> If you choose to hand deliver the proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2<sup>nd</sup> floor.

#### (D) Proposal Review Process

Shannon CSI Boston LARP application will be judged based on the elements below.

1. **Grant compliance history.** EOPSS will consider the applicant's previous history with grant compliance and participation/support in the Shannon CSI gang/youth violence reduction strategy.
2. **Quality of the proposal.** The quality of the proposed approach and the degree to which the proposal reflects careful consideration of the possible implementation challenges and the elements of the OJJDP Comprehensive Gang Strategy. Other considerations include the creativity and feasibility of the proposed approach and the potential for improving the state of knowledge on youth violence and gang activity in Massachusetts.
3. **Organizational experience.** The likelihood that the proposed research partner team can achieve successful results. Specific criteria include:
  - **Action research experience.** Proposals must demonstrate an ability to work in a hands-on manner with multiple partners in a collaborative fashion using data to develop strategies and provide feedback to refine strategies as the project progresses.
  - **Management and organizational capability.** This program requires significant coordination and management. Proposals should address the level and variety of organizational resources available to the project team, and how those resources will be directed to support program.
  - **Level of collaboration.** The degree to which the applicant can assist in leveraging the strengths of the many stakeholders in the community to reduce youth violence and/or gang problems. The strength of collaboration will be assessed, in part, by the diversity of stakeholders included as key project partners, their respective roles and responsibilities, and demonstrated formal partnerships (e.g., attachments such as Memoranda of Understanding).
  - **Knowledge and capacity to guide evidence-based practices.** The degree to which the applicant demonstrates knowledge of evidence-based practices, including usage and implementation of individual risk assessments and recommended approaches from the research and evaluation literature. In addition, the capacity of the applicant to provide this support and knowledge to guide the CSI site(s). For more information please refer to the United States Department of Justice (DOJ), Office of Juvenile Justice and Delinquency Prevention (OJJDP) *Best Practices to Address Community Gang Problems (Best Practices)*, available at <http://www.ncjrs.gov/pdffiles1/ojjdp/222799.pdf>.
  - **Proposed budget and budget narrative** will be utilized by the EOPSS to examine the anticipated effectiveness of how applicants will spend Shannon LARP funds. Grantees will be expected to demonstrate how Shannon funds will be used to assist CSI sites in their goal to decrease youth violence and gang problems within their respective communities.

## **V. Notification of Awards**

All funding decisions are at the discretion of the Secretary of Public Safety and Security. It is anticipated that grant awards will be announced on or about **March 27, 2015**.

## **VI. Proposal Checklist (for your review)**

### **Proposal Elements and Required Attachments**

- ☐ Please use binder or paper clips. No staples allowed.
- ☐ **One original** and **four copies** of the proposal.
- ☐ **Attachment A** -A completed Grant Application Cover Page signed and dated in blue ink submitted electronically to eopsshannon@state.ma.us no later than the submission deadline of **4:00pm on March 6, 2015**.
- ☐ A completed proposal including one signed original and four copies submitted no later than the submission deadline of **4:00pm, March 6, 2015**.
- ☐ **Attachment B** -Program Narrative
- ☐ **Attachment C** - Statement of Partnership and Memorandum of Understanding (MOU) signed by authorizing officials of the LARP and Boston Shannon CSI partner site.
- ☐ **Attachment D** - A completed Proposed Strategy.
- ☐ **Attachment E** - A completed Statement of Qualifications.
  - ☐ Copies of proposed Shannon LARP funded personnel resume(s) or job descriptions as attachments (if applicable).
- ☐ **Attachment F** - Completed Budget Excel Detail Worksheet.
- ☐ **Attachment G** - Completed Budget Narrative.
- ☐ **Attachment H** - Contract Authorized Signatory Listing.
- ☐ **Attachment I** - Memorandum of Understanding (MOU) with Subcontractors. Template is not available in application package. Applicants are required to develop their own MOU.
- ☐ Other additional materials, if applicable.